

Elementary Scheduling on the Live Side - Checklist

Use this checklist to perform scheduling steps when scheduling on the live side verses using PowerScheduler.

- 1.** Create next year and terms (**School > Setup > Years and Terms > New**).
- 2.** Set students' next year grade (field name: **Sched_NextYearGrade**).
- 3.** Set students' next school indicator (field name: **Next_School**).
- 4.** Make courses available for scheduling (**LEA Office > LEA > Courses**).
- 5.** Copy master schedule (**Start Page > System > Copy Master Schedule**).
- 6.** Add new teachers (**Start Page > New Staff Entry**).
- 7.** Adjust the master schedule (**Start Page > School > Sections**).
- 8.** Add dependent sections (**Start Page > School > Sections**).
- 9.** Mass enroll students into classes (**Start Page > Select Students by Hand > Functions > Mass Enroll**).
- 10.** Verify enrollment (**Start Page > School > Sections**).
- 11.** Print class rosters.

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